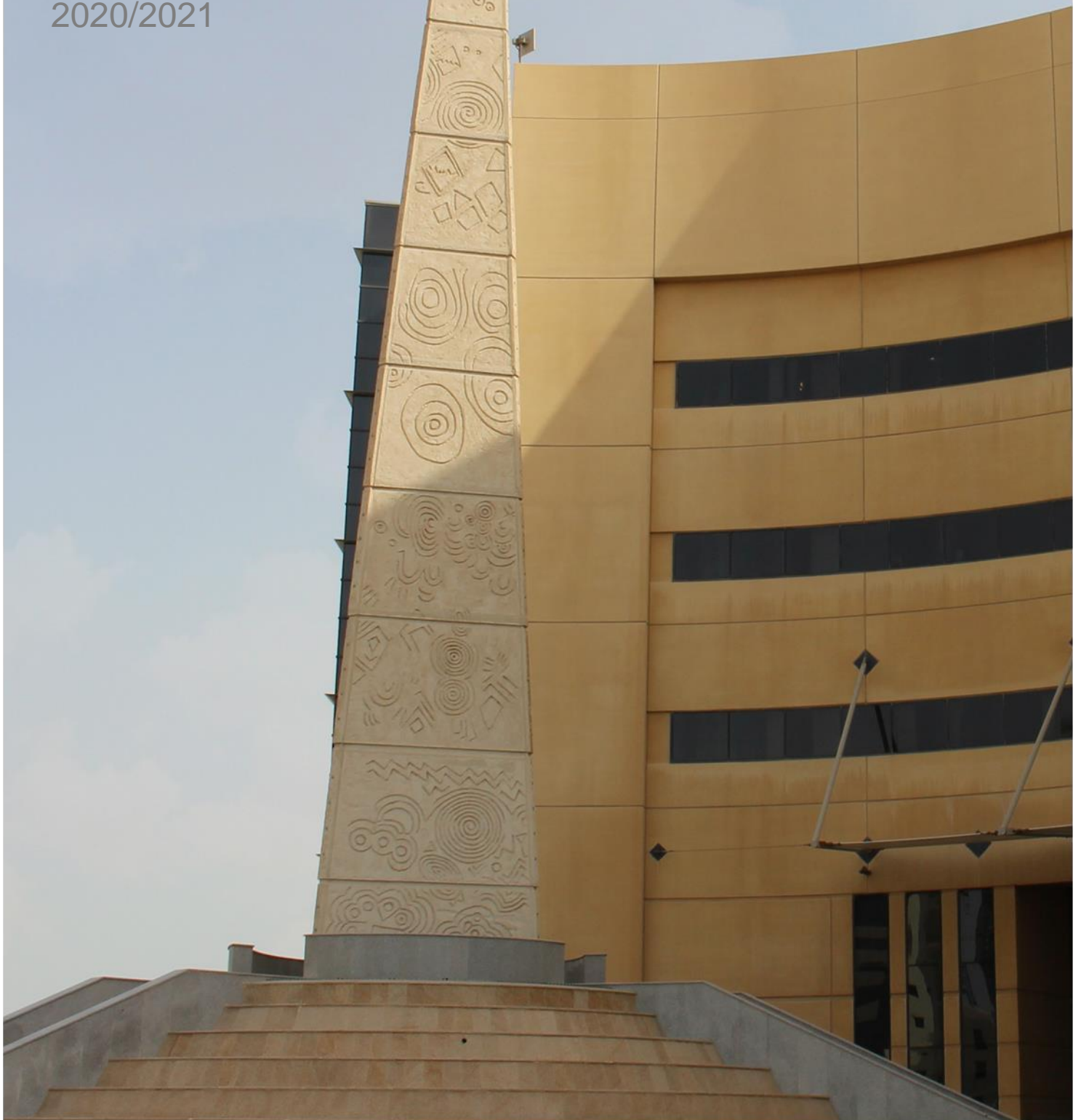


# LIBRARY POLICIES

2020/2021





**RCSI**

Leading the world  
to better health

## LIBRARY POLICIES

- **Borrowing Privileges**
- **Borrowing Resources**
- **Code of conduct**
- **Copyright and Licensing Restrictions**

The library adheres to the below policies in support of its mission to provide information resources & services to enhance the university's teaching, learning and research.

### **Borrowing Privileges**

Library facilities and services are only available for RCSI Bahrain registered students, staffs and KHUH staff. All registered users must show ID card for borrowing or before availing any services.

### **Alumni access**

Graduates of the RCSI Bahrain have onsite access to library facilities and can consult printed material on a reference basis in the library.

Note: outside normal working hours access to the library building is via RCSI Bahrain Alumni ID card only.

### **External membership**

We do not have any membership scheme for general public or for health professionals on the island.

Registered users are not allowed to bring visitors into the library facility without prior approval.

### **Borrowing Resources**

Multiple copies of recommended textbooks and other supportive resources in various forms are available for loan in the Services area. All users must produce their ID cards to borrow, return and renew items. Items will not be issued to users without ID cards. All items are catalogued and can be found on the LLRC catalogue. All items have spine labels which indicate the different loan period. All overdue items will be fined, and user will be informed of fines at the circulation desk. Students with overdue item will not be issued new items unless fines are cleared.

<b>Loan Type</b>	<b>Label colour</b>	<b>Loan information</b>
<b>Reference textbook item</b>	Yellow label with black letters	Only for use within the LLRC not to be checked out
<b>Reference Only</b>	White Label with red letters	Only for use within the Service Area
<b>Standard Loan</b>	White label with black letters	Can be borrowed for longer period
<b>Short Loan</b>	White label with black letters and orange colour code	Can be borrowed only for 2 days



Group	Category of Book	Maximum no. of items	Maximum no. of days	Renewal
RCSI Bahrain Medical & BSc. Nursing Students	Standard loan	13	2 weeks	2
	Short loan	3 (included in the 13 above)	2 full days	No renewal
MSc Healthcare Management & Quality Students.	Standard Loan	6	50 days	No renewal
RCSI Bahrain Faculty & Staff	Standard loan	12	6 weeks	Conditional renewal
MSc Nursing & Bridging Programme	Standard Loan	6	2 weeks	2

Note: Due to the COVID 19 situation the book stacks have been closed. Access to the items is through the Click and Collect services. During this period all users are allowed to request only 5 items to be checked out. Use this link to access the libguide on new Click & Collect services <https://library.rcsi-mub.com/library>

**Code of Conduct**

**Code of Conduct when using the Library and Learning Resource Centre:**

The Library and Learning Resource Centre strives to provide access to complete and well-maintained collections, online information resources and equipment. We seek to provide a safe and secure environment and facilities suitable for reading, studying and other scholarly activities.

Registered users are expected to respect the rights of others and the mission of the Library and Learning Resource Centre.

**Individuals will:**

- Present university identification upon request
- Bring and use beverages only in tightly sealed mugs within the library. Users are not allowed to use open containers or cups or glasses while in the library. This is to prevent any spillage in the area.
- Food is not allowed in any area of the library space.
- Work quietly at all times respecting the rights of others to study.
- Be considerate of students studying if you choose to use the LLRC to access the main building.
- Use online library resources in accordance with to university e-resources guidelines.
- Follow borrowing and room booking guidelines when using resources and facilities.
- Report immediately any damage of LLRC furniture or equipment to staff at information services desk.
- Respond to emergency or security gate alarms and other situations as instructed by staff; leave area 15 minutes before closing time and limit the use of library to authorized areas only.

**Individuals will not:**

- Exhibit any threatening or intimidating behaviour if approached by staff or LLRC student assistant requesting user to comply with regulations.
- Create disturbance with disruptive noises eg: loud talking, laughing or audible electronic devices.
- Obstruct use of resources or equipment through deliberate misplacement or unauthorized removal of item.
- Deface, damage or misuse library resources, furniture, equipment or upholstery.

- Have food and drink in areas where prohibited.
- Leave personal belonging unattended.
- Occupy study space or carrels with personal belongings for long periods.

**Sanctions for non- compliance:**

User found in violation of this code of conduct will be met with according to the university's disciplinary policy.

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